



Second Deputy Fire Chief

Department: Fire

Class Code: 2228

EEO Code: 21

FLSA: E

Effective: 01/01/1994

GENERAL STATEMENT OF DUTIES:

Under administrative direction; performs work of unusual difficulty in planning, organizing, directing and coordinating the support services activities of the fire department and assumes the duties of Deputy Chief in the absence of that official; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Directs, manages and coordinates support services activities including Training and Safety, Prevention, Maintenance and Logistics, and Administrative Services; directs and coordinates training activities for career and volunteer firefighter/EMS personnel; oversees classes in new fire suppression techniques, emergency medical care and safety; directs and coordinates safety education programs, investigations of fires, and inspections of commercial property and construction plans; oversees maintenance and service of department apparatus and vehicles; provides executive management and general direction to ensure that department goals and objectives are met; prepares department five year capital improvement plan; reviews departmental performance and effectiveness; formulates programs and policies to alleviate deficiencies; supervises and coordinates the preparation and presentation of annual budget for support services; controls the expenditure of departmental appropriations; handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel; prepares and submits monthly reports to the Fire Chief regarding department activities and prepares a variety of other reports as appropriate; assigns personnel and equipment to such duties and uses as the services require; evaluates the need for and recommends the purchase of new equipment and supplies; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Comprehensive knowledge of fire suppression, prevention and emergency medical services principles, procedures, techniques and equipment; of public administration and local government particularly as they relate to fire/EMS management and administration; of applicable laws, ordinances, departmental standard operating procedures and regulations.

Comprehensive skill in training and supervising subordinate personnel; in directing the services of fire/EMS personnel and equipment stationed throughout the County; in developing and maintaining effective working relationships with salaried and volunteer 2223

MINIMUM EDUCATION AND EXPERIENCE:

ADDITIONAL REQUIREMENTS:

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.